

**NATIONAL PARK SERVICE**  
**San Juan National Historic Site**  
**Instructions for Special Use Permit Application**

We appreciate your interest in our park. Following is a list of instructions meant to ease the application process.

1. It is important that the application be as detailed as possible concerning your proposed activity. For example, we must know specific type of event, exact time and location, equipment including vehicles, total of participants including contractors and any special needs you may have. If you are not familiar with the area, it is advisable to make a planning trip in advance. Call the number below ahead of time to check date availability.
2. The information on the application will be used by the National Park Service staff to evaluate the impact of your event on park resources and other visitors. It may require several weeks to review your request and render a decision. Requests for First Amendment permits will be processed in 2 business days.
3. A \$50 non-refundable application fee will be required, whether or not a permit is issued. If your request is approved, a \$150 administrative charge will be required to cover processing and reviewing expenses. Event supervisor(s) may be required, at a cost of \$50 per hour-per employee, depending on the scope and size of the proposed activity.
4. Payment of fees shall be completed with money order or bank draft only made to the NATIONAL PARK SERVICE, at least 10 working days prior to event.
5. Events inside Castillo San Cristobal will include a \$5.00 entrance fee per participant 16 years of age and above. Limited parking may be available for a fee for the use of the visitors' parking lot. Events inside Castillo San Felipe del Morro will include the \$5.00 entrance fee only since there is no parking available there.
6. If your request is approved, a certificate of insurance may be required showing you have general liability coverage in a minimum amount of \$300,000 (more for commercial photography and filming). The certificate must be written by a U.S. company and must name the US Government, National Park Service as an additional insured and include the park's address. We will need an original copy of this certificate for our files.
7. A performance deposit may also be required for your activity the amount of which will be determined from the information provided on the application. This deposit will be returned to you, upon completion of your activity, if all accrued costs have been paid, conditions have been met and park resources have not been damaged.
8. Please submit the completed application along with the \$50 application fee to the Permits Coordinator at the address below. Credit cards are not accepted.

### **Permit Limitations – Inside the Castillos**

The following limitations for events inside the Castillos were established in order to ensure the least impact to visitor services and experience and to maintain visitor safety and resource protection:

Events during operational hours – 9am to 6pm every day and 9am to 7pm on Sundays at Castillo San Cristóbal only

- These are restricted to one hour, with a maximum number of participants of 10 including guests, support personnel, photographer, bride/groom...
- Chairs, decorations, music, or any prop or work in support of the event is not allowed.
- Parking: not available in El Morro and limited spaces available on first come-first serve basis in Castillo San Cristóbal.
- The permit does not authorize the exclusive use of the area, park visitors will be allowed in the permit area.
- Even with the permit, all participants need to pay the entrance fee.

Events after operational hours – 6pm to 9pm every day except on Sundays at Castillo San Cristóbal only

- These are restricted to no more than 3 hours starting at 6:00pm with a maximum number of participants of 200 (total party includes guests, support personnel, contractors, bride/groom...).
- Set up is restricted to start after Castillos are cleared.
- Music: speakers are allowed, but music should not be heard outside the permit area.
- Illumination: required after dark for safety reasons. Decorative candles are allowed, but do not replace area lights.
- Levels open: El Morro- the 5<sup>th</sup> and 6<sup>th</sup> levels only; at San Cristóbal, the first level only
- Stage/fireworks: not authorized
- Parking at Castillo San Cristóbal: no parking in Plaza Norzagaray, max of 20 spaces available in the visitors' parking lot
- Parking at Castillo San Felipe del Morro: None available
- Road Access at Castillo San Felipe del Morro: vehicle cargo limit of 1 ton load capacity or lighter
- Ramp Access to Castillo San Cristóbal's main plaza: hand carts only

Other areas of the park are also available for events. Please contact permit coordinator for more information.

Events allowed in the park; cultural/educational events, wedding ceremonies, private tours, public assembly, commercial photography and filming.

Events not allowed in the park; cocktails, dinners, product launching, marketing campaigns, camping, or any other event which may pose undue risk to the visitors and/or park resources; or may obstruct the visitors' ability to enjoy the park; or may go against the purpose for which the park was established.

Permits will only be issued based on availability of personnel, other events scheduled, or on-going preservation projects.

Permits will not be issued for the following dates: Thanksgiving, Christmas, and New Year.

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